



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
2480 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5800

REPLY
ATTENTION OF

3 September 2002

POLICY STATEMENT NO. 16

SICK LEAVE CERTIFICATION/DOCUMENTATION REQUIREMENTS FOR
NONBARGAINING UNIT EMPLOYEES

1. References:

- a. MDW Suppl 1 to AR 690-990-2, Civilian Personnel – Hours of Duty, Pay and Leave.
- b. Memorandum, HQ, USAG, FGGM, 3 February 1998, subject: Policy Memorandum # 41, Sick Leave Certification/Documentation Requirements for Nonbargaining Unit Employees.

2. This policy statement establishes policy for granting leave to nonbargaining unit employees of Kimbrough Ambulatory Care Center. A nonbargaining unit employee is any Department of the Army civilian employee who has a code *other than* 2740 entered in block 37 (Bargaining Unit Status) on his or her Standard Form 50. If the code 2740 appears in this block on an employee's Standard Form 50, that employee is a bargaining unit employee and is represented by Local 1622 of the American Federation of Government Employees, whether or not he or she is a dues paying member.

3. Policy.

- a. An employee who is absent because of illness or emergency examination will request leave from his or her supervisor as early as possible on the first day of absence, but no later than two hours after the start of the workday.

- b. An absence resulting in a charge of sick leave in excess of three work days will be supported by medical documentation. Employee certification will be honored for three days or less, unless there is a pattern of abuse or there is evidence of an employee job action such as a "sick-out." When there is evidence of an employee "sick-out," the supervisor will require the employee to provide medical documentation in advance or after the fact. This requirement is to protect an employee on bona fide sick leave from possible disciplinary action.

4. This policy is not discretionary and will be applied consistently throughout Kimbrough Ambulatory Care Center.

//Original Signed By//
JOAN P. EITZEN
COL, AN
Commanding

DISTRIBUTION:

A